

BOARD POLICY	
SUBJECT	Authority of the County Administrator With Regard to Operational Policies and Procedures
POLICY NUMBER	BP94-01
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	
HISTORICAL REFERENCE	R94-200 (October 20, 1994)

Purpose: To establish the authority of the County Administrator with regard to operational policies and procedures.

Procedure:

1. The County Administrator is responsible for the daily administration of the Board's policies and general County operations. The County Administrator may designate other County officials to assist in the administration of these policies.
2. The County Administrator shall have the authority to issue or cause to be issued appropriate policies and procedures dealing with matters not required to be issued or promulgated by the Board of Supervisors.
3. In keeping with the spirit and intent of Board approved policies, the County Administrator shall interpret, supplement, amend, or revise and be the final administrative authority with regard to such policies, along with any other policies and procedures, written or unwritten, whenever the situation requires such amendment, supplementation, interpretation, or revision. The County Administrator shall provide to the Board of Supervisors annually on or about July 1, a complete copy of the policies of the Board along with a summary of administrative changes or interpretations made during the preceding year. Currently approved policies and procedures, as they are revised or interpreted from time to time by the County Administrator, shall remain valid until such time as the Board of Supervisors formally approves a revised version.
4. Board policies do not preclude the County Administrator or Department Directors from issuing operating procedures or rules designed to govern and manage County operations provided such operating procedures or rules do not conflict with either policies of the Board of Supervisors or the County Administrator.
5. The County Administrator, in consultation with the County Attorney, shall have the authority to update and correct any references to Code of Virginia sections as may be contained in the Board Policies in the event of re-codification or other legislative action by the General Assembly. In addition, the County Administrator shall have the authority to revise name references to divisions, departments or offices listed in these policies, whether federal, state or local, when the name has been changed. Such revisions as authorized above shall be considered to be part of the routine administration of the Board Policies and shall not require ratification by the Board of Supervisors.

BOARD POLICY	
SUBJECT	Acceptance of Conveyances of Real Estate
POLICY NUMBER	BP94-02
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	
HISTORICAL REFERENCE	R89-28 (January 19, 1989); R94-200 (October 20, 1994)

Purpose: Section ~~15.2-1803~~ ~~45-4-286~~ of the Code of Virginia requires that the County officially accept every conveyance of real estate or interests therein. The purpose of this policy is to authorize the County Administrator to make such acceptance.

Procedure:

The County Administrator, or the duly authorized Acting County Administrator, is authorized to act on behalf of York County in accepting any and all deeds purporting to convey any interest in real estate, whether conveyed to the County or to the Board of Supervisors or to any sanitary district in the County, in pursuance of which the County Administrator or the Acting County Administrator is further authorized to evidence such acceptance by signing a statement of acceptance appearing on the face of any and all such deeds.

BOARD POLICY	
SUBJECT	Chisman Creek and Wolf Trap Parks Usage Policy
POLICY NUMBER	BP94-03
ORIGINAL EFFECTIVE DATE	October 20, 1994 (R94-200)
REVISION DATE	<del>September 5, 2000 (R00-137)</del>
HISTORICAL REFERENCE	R94-200 (October 20, 1994); R95-214(R) (October 18, 1995); R96-186 (August 7, 1996); R97-165 (July 16, 1997); <del>September 5, 2000 (R00-137)</del>

Purpose: Due to the environmental issues associated with Chisman Creek and Wolf Trap Parks, a specific policy is established to ensure proper control of activities scheduled at these parks.

Procedure:

1. Chisman Creek and Wolf Trap Parks are to primarily be used for County and School sponsored activities. However, other groups may be allowed to use these parks if the planned activities are deemed by the County not to be detrimental to the facilities.

Requests for facility use will be prioritized as follows:

- a. County sponsored activities
  - b. School sponsored activities
  - c. Community group/association activities
  - d. Other activities
2. Authorizations for use by non-County/School groups are dependent upon such groups satisfying the provisions of the Public Areas Ordinance (Chapter 17, York County Code) and upon the use being one that is consistent with the nature of and not otherwise detrimental to the facilities.
  3. Applications for use by non-County/School groups are to be made in writing by completing a County of York Facility Request Form.
  4. Requests for use should be submitted at least 14 working days in advance of the date that the facilities are to be used.
  5. Groups that receive approval to use these facilities for purposes other than regular season or league play (i.e., tournaments, special events, etc.) shall pay the County to help defray the costs of providing these facilities in accordance with the following fee schedule:

Site Supervision and Cleanup      ~~\$75 per day \$20 per hour~~

Use of Ball Field Lights      \$10 per hour per field

BOARD POLICY	
<b>SUBJECT</b>	<b>Conduct of County Affairs in the Absence of the County Administrator</b>
<b>POLICY NUMBER</b>	<b>BP94-04</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994 (R94-200)</b>
<b>REVISION DATE</b>	<b>July 16, 1997 (R97-165)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200 (October 20, 1994)</b>

Purpose: To designate the procedures and responsibilities for the conduct of County affairs in the temporary absence of the County Administrator.

Procedure:

1. When absent and such designation is required, the County Administrator shall designate by memorandum an appropriate staff person authorized to act on behalf of the County Administrator. It is expected in the normal course of business for Department Directors to function in accordance with their assigned responsibilities and to coordinate actions with the Department Directors of other departments, as appropriate. The following procedures apply:
  - a. In the absence of the County Administrator, the Acting County Administrator is authorized to perform any of those duties of the County Administrator as described in Section ~~15.2-1541~~~~15.1-417~~ and other appropriate sections of the Code of Virginia (1950, as amended) and in the policies and ordinances of York County under such constraints or conditions as may be established by the County Administrator.
  - b. Decision items, which are routinely presented to the County Administrator, are presented to the Acting County Administrator. Department Directors shall continue to exercise proper judgment in the performance of actions affecting their respective departments. Those actions requiring coordination with other departments will be so coordinated and the Acting County Administrator shall be kept informed. The Department Director initiating an action is responsible for effecting the necessary coordination. The Acting County Administrator exercises judgment as to the need for immediate notification of the County Administrator, the Chairman of the Board of Supervisors, or other officials. The Acting County Administrator shall consult with the County Attorney and Department Directors as necessary.
  - c. In legislative matters, the Deputy Clerk acts for the County Administrator and clears all actions for consideration by the Board of Supervisors. The final decision on agenda items rests with the Acting County Administrator. Actions involving public notice are made through the Public Information Officer upon direction of the Acting County Administrator and after coordination with the Deputy Clerk.
  - d. In emergency situations, defined as those involving the commitment of County personnel, equipment, or other resources to a natural or man-made disaster, and for those instances in which the emergency services plan is implemented, the Acting County Administrator consults with the Fire Chief. In those situations wherein communications are not possible between the Acting County Administrator and the Fire Chief, the Fire Chief implements the emergency services plan and reports as appropriate. The Fire Chief is authorized to implement those portions of the emergency operations plan which are under the control of the County. Such authority requires discreet judgment and, since such judgments are made under emergency conditions, they are made as necessary

and reported in full detail to the County Administrator following the emergency. If time and situation permit, either the County Administrator, the Acting County Administrator, or Chairman of the Board of Supervisors are notified prior to commitment of such resources. As the emergency situation and the immediate response to it develop, the Fire Chief will form an emergency coordinating committee composed of the Public Information Officer and Directors of other affected departments and agencies for advisory purposes. The Fire Chief acts as the contact person for actions and inquiries involving the public, with the assistance of the Public Information Officer, and as approved by the Acting County Administrator.

2. Procedure for Signature Plates. In those instances in which the County Administrator is to be absent for a significant period, an appropriate prior announcement will be made. The Director of Financial and Management Services' signature plate will be delivered to the Treasurer to serve for check-signing purposes.
3. The County Administrator may designate one or more individuals to act in specific matters.

BOARD POLICY	
<b>SUBJECT</b>	Freedom of Information Act
<b>POLICY NUMBER</b>	BP94-06
<b>ORIGINAL EFFECTIVE DATE</b>	October 20, 1994
<b>REVISION DATE</b>	<del>February 15, 2005 (R05-25)</del>
<b>HISTORICAL REFERENCE</b>	R90-98; R94-200; R99-171; R01-162 (9/4/01); <u>February 15, 2005 (R05-25)</u>

Purpose: To assure access to records in the custody of public officials; to provide guidelines on availability of records; and to establish authority for carrying out the provisions of the Freedom of Information Act, Section 2-1.340, Chapter 21, Code of Virginia.

Procedure:

1. It is the policy of the County to facilitate public access to the official records of the County and to make such records available and to respond to requests for access in a timely fashion.
2. Under normal circumstances department directors are authorized to grant requests received by their respective departments for official document inspection and/or copying by citizens. Official records shall be open to inspection and/or copying during regular office hours of the County office/department having custody of them, unless they are records that are excluded from the Act's coverage.

Since complicating and legal factors may have to be considered in some cases, any request considered unusual, of a sensitive nature, or of uncertain legitimacy shall be forwarded immediately to the Public Information Officer. The Public Information Officer shall be responsible for coordinating with the County Administrator and requesting the County Attorney's legal advice and counsel whenever necessary.

3. Requests for official County records pursuant to the Virginia Freedom of Information Act must designate the record(s) with reasonable specificity. However, a specific reference to the Freedom of Information Act by the requestor is not necessary to invoke the time limits for response by the County. The initial response to the request for records shall be provided within five (5) work days after receipt of the request and shall be one of the following:
  - Making the records available in writing as requested;
  - Advising the requestor in writing that the records are being withheld as permitted by the Act or other statute, including citations of the section(s) of the Code that exempt the records from disclosure and identifying with reasonable particularity the volume and subject matter of the withheld records;
  - Making only part of the requested records available and advising the requestor in writing that the remainder are being withheld and including the specific citations of the Code section(s) that exempt the records from disclosure identifying with reasonable particularity the subject matter of the withheld portions;
  - Informing the requestor in writing that it is not practically possible to identify or collect the requested records within five (5) work days, and explaining why. If this response is made within five (5) work days, the County has an additional seven (7) days to make one of the preceding three responses.

The County is not obligated to compile information or reports that are not in existence.

4. Charges

- a. Generally, when minimum search time is required, there will be no charge for the viewing only of an official document. When extensive search time is required to provide the document(s) for viewing, or when copies of such documents are requested, charges are based on reimbursement to the County for the cost of searching for and reproducing such documents. If the charges to search for and reproduce the documents are expected to exceed \$200, the County may require payment of the estimated costs in advance by the requestor. If such advance payment is required, the time allowed for response stops running until the requestor responds.
- b. Current charges for the costs incurred in searching and copying official County records have been calculated based on the costs of labor, office machines and materials and are as follows:

Office Copy Reproduction: Five pages, or fewer, no charge; thereafter \$0.25 per 8 1/2" by 11" page, \$0.50 per 11" by 17" page and \$0.50 per green bar computer printout page

Video Tapes: \$10.00 per tape (with tape provided by requestor)  
\$15.00 per tape (with tape provided by County)

Audio CD: \$10.00 per CD

Printed Publications/Books/Documents/Maps Reproduced

Comprehensive Plan	\$25.00
Comprehensive Plan postage, if mailed	5.00
Subdivision Ordinance	<del>7.50</del> 10.00
Subdivision Ordinance postage, if mailed	2.50
Zoning Ordinance	<del>17.00</del> 20.00
Zoning Ordinance postage, if mailed	5.00
Zoning Map (approx. 15" x 34")	6.00
<del>Development Summary</del>	<del>3.50</del>
Six-Year Road Plans	Per page according to photocopying guidelines
Street Index	3.00
Postage, if mailed	<del>5.00</del> 2.00
Geodetic Control Network	25.00
Postage, if mailed	10.00
Statistical Profile	3.00
Postage, if mailed	2.00
Erosion & Sediment Control Ordinance	5.00
Wetlands Ordinance	5.00
Sewer Regulations Manual	10.00
Annual Budget	50.00 ( <del>60.00, if mailed</del> )
<del>Annual Budget Postage, if mailed</del>	<del>10.00</del>

Capital Improvements Plan <u>Postage, if mailed</u>	<del>25.00</del> <u>5.00</u> ( <del>35.00</del> , if mailed) <u>2.00</u>
<del>Procedures Manual for Budget</del>	<del>30.00</del> ( <del>40.00</del> , if mailed)
Comprehensive Annual Financial Report <u>CAFR Postage, if mailed</u>	<del>45.00</del> <u>50.00</u> ( <del>55.00</del> , if mailed) <u>10.00</u>
Fire Prevention Code	15.00
<u>Yorktown Design Guidelines</u> <u>Postage, if mailed</u>	<u>10.00</u> <u>2.50</u>



Map/Map Products/Plats/Plans

Size	Blue Line	Photo Copy	Color Computer Generated	Black & White Computer Generated	Color Orthophotos Computer Generated
8-1/2"x11"	\$ --	\$ --	\$3.00	\$1.00	\$3.00
11"x17"	N/A	0.50	5.00	1.00	5.00
18"x24"	2.00	1.00			
24"x36" (Standard 1" = 4,000' scale Maps, Tax Maps, or Topo Maps)	2.50	1.00	6.00		
34"x44 "	5.00	1.00	10.00 (Map Program Maps)		15.00 (Map Program Maps)
36"x76"	11.00	2.00	\$12.00 (Standard 1" = 2,000' scale Maps)		
<b>All maps must be picked up at 120 Alexander Hamilton Blvd, Computer Support Services office. Postage for mailing maps is \$10.00 for a folded map, \$15.00 if sent in a mailing tube.</b>					

- c. Custom-produced color map originals  
Certain custom map products are available by special request to the Division of Computer Support Services. These map products could take the form of a single tax parcel overlaid with topographic and spot elevations or any combination of available data. The base price of \$30.00 includes one 34" x 44" map sheet and one hour of processing time. Additional color copies will cost \$10.00 each and additional processing time will cost \$20.00 per hour or any part thereof. A minimum of one week will be needed to produce these maps.
- d. If requests are extremely time consuming, actual costs for the computer machine search and/or staff time for research shall be charged in addition to the above costs. The Division of Budget and Accounting will assist in calculating the charges.
- e. Requests to provide information and records in computerized formats (i.e., on diskettes, tapes) will be reviewed on a case-by-case basis and charges will be calculated based on material costs and staff time costs. For geographic information system requests, data availability and charges shall be as follows:
- (1) Data is organized by individual GIS data layers, and data layer sets. The data layer sets are organized collections of individual layers into subject-matter groupings. Pricing of individual layers and layer sets is based on the York County tile structure, which is comprised of 5,000 feet by 5,000 feet squares. County-wide data layers are available for three layers: Road centerlines, U.S. Census tract boundaries, and voting districts.
  - (2) Data layer sets  
Each York County tile, or equivalent area (data request need not conform to the exact tile boundary) constitutes one geographic charge unit. Data type is organized by information

group. All data is organized into six separate information groups. A single group is one information charge unit. The information groups include:

- Topographic: Contours, spot elevations, annotations and County boundary.
- Tax Parcel: All geographic information pertaining to parcel boundaries, easements, zoning and all annotations.
- Planimetric:
  - edge of pavement
  - parking lots & pads
  - building footprint
  - shorelines, lakes and ponds
  - County boundary
  - road centerline
  - driveways
  - swimming pools
  - sidewalks
  - railroads
  - docks
  - land cover
- Environmental Management:
  - Flood zones
  - RPA/RMA
  - NWI Wetlands
  - Soils
  - Land cover
  - Drinking water protection
  - Hurricane Surge Zones
- Governmental:
  - Election Districts
  - County Sites
  - Census Tracts
  - County Planning Layer
  - Zip Code
  - Historic Sites
  - Zoning
- Infrastructure:
  - Control Monumentation
  - Radio Towers
  - Railroad
  - Fire Hydrants
  - Water Mains
  - Sewer Lines
  - Road Centerline

Data cost

The charge for each York tile-sized area for an individual layer is \$20.00. The layer set charge per York tile-sized area is \$40.00. This charge covers the cost of setup on the computers as well as tracking the request.

- (3) County-wide Category  
County-wide information groups and their associated costs include:

- Streets with street name annotations and County boundary (\$100.00)
  - Census block, census tract, zip code and County boundary (\$100.00)
- Voting Districts (\$100.00)

- (4) Format and media for all digital geographic information  
All digital geographic information will use York County's state plane geographic reference and will be available in ARC/INFO, ArcView Shapefile, or AutoCADD DXF format. Data delivery options include 3.5 inch floppy disks, posting to the County's FTP site for download, E-Mailing of data requests smaller than 1 MB, and CDROM. If CDROM is requested, an additional charge of \$10.00 will be added to cover the cost of the CD and the additional processing time involved.

(5) Mr. SID (digital images of standard map products)

Digital images of Standard Maps in Mr. SID format are available. The map images are delivered on CDROM at a cost of \$300.00 for all standard maps, or \$10.00 per map when ordered individually. The maps available in Mr. SID format are as follows:

- Tax Maps (117 maps)
- Tax Map Index
- Soils Map
- Hurricane Storm Surge Areas
- Election Districts
- FEMA Flood Zones
- Resource Protection & Resource Management Areas (Draft)
- Zoning Map
- Land Use
- Land Use 2015

(6) Data Queries of GIS Information

Custom queries of the data held in GIS format will be performed at the following rates:

\$50.00 minimum charge, or \$.05 cents per record, whichever is greater.

- f. For documents or other requests not specifically listed in this section, the County Administrator shall calculate the charge based on the actual cost to the County of searching for and providing the document, including but not limited to any associated labor or administrative costs.
- g. Charges may be paid in cash or by check made payable to the Treasurer, County of York. A receipt (receipts may be obtained through the appropriate department or the Treasurer's Office) will be provided to the requestor.

BOARD POLICY	
SUBJECT	Mosquito Control
POLICY NUMBER	BP94-07
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	
HISTORICAL REFERENCE	R92-67 (March 19, 1992); R94-200 (October 20, 1994)

Purpose: To provide citizen requested mosquito control for special events such as weddings, picnics, etc.

Procedure:

1. Requests must be made to Mosquito Control at least one week in advance of the desired treatment.
2. Mosquito Control will obtain the requestor's name, address, telephone number, and date of special event. The requestor will then be advised of the spray fee, date/time of treatment, and disposition of payment.
3. A letter will be sent to confirm the request and fees with a copy to the Division of Fiscal Accounting Services Budget and Accounting.
4. Treatment will be provided if weather and safety conditions permit.
5. The charge for such service shall be \$40.00. Fees will be collected prior to or at the time of service delivery.

BOARD POLICIES	
SUBJECT	Vehicle Fleet Management
POLICY NUMBER	BP94-10
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	September 5, 2000 (R00-137)
HISTORICAL REFERENCE	R89-301 (December 28, 1989); R94-200 (October 20, 1994) ; R95-214(R) (October 18, 1995); September 5, 2000 (R00-137)

Purpose: To outline vehicular fleet management policies which shall apply to the purchase, assignment, maintenance, replacement, and disposal of vehicles for all County Departments, Constitutional Offices, and other user agencies. The provisions of this policy shall apply to all users of County vehicles unless otherwise provided by the Board of Supervisors.

Procedure:

1. Allocation and Assignment of County Vehicles.
  - a. Allocation of County vehicles to Departments/Agencies: The number of vehicles allocated to Departments/Agencies shall be limited to the quantities shown on the "Vehicle Allocation List" (Attachment) as approved by the County Administrator from time to time. The Director of General Services is authorized to approve a temporary vehicle allocation for a period not to exceed 90 days.
  - b. Vehicle Assignments: The Director of General Services shall assign and reassign from time-to-time County-owned vehicles to various Departments/Agencies (provided the assignments do not exceed the limitations established through the Vehicle Allocation List).
2. Acquisition and Disposal of County Vehicles.
  - a. Purchase of County Vehicles: All vehicles shall be purchased in accordance with current County purchasing policies and procedures.

If the County Administrator authorizes additional vehicles and amends the Vehicle Allocation List, the respective Department/Agency shall be charged the initial cost for purchasing said vehicles. Replacement costs for all vehicles shall be funded through the Transportation Fund unless a vehicle has been designated by the County Administrator as a "Direct Charge" vehicle. Replacement of "Direct Charge" vehicles shall be funded through the respective Department or Agency budget. All vehicle acquisitions must be approved by the County Administrator regardless of funding source and reflected on the Vehicle Allocation List before such vehicles may be insured, titled, or maintained by the County. Vehicles will not be added to the fleet merely because they are available through some special program. The need for the vehicle must first be demonstrated. The replacement cost of service bodies, caps, tool boxes, cranes, hydraulic lifts or pumps, radios and special emergency equipment such as light bars and sirens will not be funded through the Transportation Fund, and will be treated as "Direct Charge" items.

The Director of General Services is authorized to sign paperwork to take title of vehicles and to obtain licenses for vehicles. The Department of General Services shall be responsible for providing and forwarding titles and other information for insurance purposes to the Department of Financial and Management Services. The Department of Financial and Management Services shall keep a current inventory of vehicles and retain original titles for said vehicles. The Department of Financial and Management Services shall forward titles to the Manager of Vehicle and Equipment Maintenance if a vehicle is to be disposed of in accordance with the County's Purchasing Policy.

3. Specifications for County Vehicles: Requests (including specifications) for the purchase of additional or replacement vehicles shall be coordinated with the Director of General Services prior to being processed and shall be submitted to Purchasing along with a completed request form supplied by the Department of General Services. Requests shall comply with the following general criteria:
  - a. Compact and mid-sized vehicles shall be specified whenever they can accomplish the mission for which they will be utilized. Full-sized vehicles are to be purchased only when justification shows that compact and mid-sized vehicles are not best suited for the intended mission.
  - b. Automatic transmissions shall be specified for automobiles and light trucks. Manual transmissions may be specified only when an automatic transmission is not suitable for a particular application.
  - c. Requests for four-wheel drive vehicles must be approved by the County Administrator and will not be approved unless a compelling need can be demonstrated.
  - d. Specifications for fire and rescue apparatus, special vehicles or special equipment to be installed on vehicles (such as utility beds, dump bodies, cranes, etc.) shall be prepared by the user department and coordinated with the Director of General Services. Specifications, purchase, installation and maintenance of radios and special emergency communication equipment packages will be coordinated through the Fire and Life Safety Communications Manager.
4. Disposal of County Vehicles: At such time as a vehicle has been deemed by the Director of General Services to have outlived its economical or useful life, or has become obsolete and an alternative vehicle has been made available, it shall be disposed of at a public auction, or through other methods permissible under County policy. Disposals shall be made in accordance with the County's Purchasing Policy related to surplus property. Once the Purchasing Agent has been notified in writing, ~~T~~he Director of General Services is authorized to assign titles necessary to transfer titles for County vehicles/equipment -when they are scheduled for disposal through sale or trade.
5. Vehicle User Fees: Departments, Agencies, and Constitutional Officers using County vehicles will be billed for the cost of vehicle operation as established by the Department of General Services in coordination with the Department of Financial and Management Services in amounts sufficient to cover the costs of maintenance, insurance, replacement, and operation. The Director of General Services shall be responsible for establishing user fees. The Director of General Services shall provide user fee estimates and planning data to Departments and Agencies for budget development. The Director of Financial and Management Services shall coordinate departmental assessments and the accounting for user fees.

6. Identification/Marking of County Vehicles: County vehicles shall be uniformly identified/marked by the Department of General Services as follows:
  - a. A County Seal or other decal approved by the County Administrator shall be placed on the front doors of each vehicle by Vehicle Maintenance.
  - b. A vehicle unit identification number shall be placed on each vehicle by Vehicle Maintenance. Numbers will usually be affixed to the rear bumper on the passenger's side.
  - c. Vehicles that have been designated by the County Administrator as "unmarked cars" are exempt from provisions of this section. A list of "unmarked cars" shall be provided the County Administrator at the beginning of the fiscal year for approval and updated as changes occur.
  - d. Bumper stickers, signs, or markings other than for identification purposes as previously noted, shall not be approved for display on vehicles titled to York County.
7. Maintenance and Repair of County Vehicles: County vehicles shall be taken to the County Garage for maintenance and repairs unless other arrangements have been approved by the Director of General Services. If maintenance and repair work is beyond the capability of the County Garage or if the work cannot be performed in a timely manner, then the Director of General Services is authorized to contract said work in accordance with established purchasing policies and procedures.

The Director of General Services shall develop and administer a programmed maintenance plan for all County vehicles which establishes levels of programmed maintenance, establishes frequency and schedules for programmed maintenance, establishes maintenance/repair criteria, and establishes cost accounting and reporting procedures.
8. Grievance: Any Department or Agency aggrieved by a decision of the Director of General Services shall immediately set up a conference between the County Administrator, Director of General Services, and the aggrieved party to resolve the matter.
9. Insurance: The Department of Financial and Management Services shall be responsible for maintaining adequate insurance coverage for all County vehicles.

Attachment: Vehicle Allocation List